

## Global Materials - Adding Sources and Source Materials

**BACKGROUND:** In order to associate a source with a material that it produces, the material must already exist in the system. See *Global Materials - Adding and Maintaining Materials* QRG.

**ROLES:** Materials Rover, Material Lab Admin, Material Lab Supervisor, Material Lab Admin

**NAVIGATION:**

Reference Data > Sources >

1. On the Source Overview page, click the arrow in the upper right to open the Component Actions menu and click the **Add** link.
2. On the Add Source page, enter a **Source Name/Alias**.
3. In the **Effective Date** field, enter today's date.
4. In the **Status** dropdown, select ACTIVE.
5. In the **Source Type** dropdown, select the source type if desired.
6. Click **Save** in the upper right corner.
7. On the Source Summary page, select the **Addresses** tab on the left and enter in identifying location information for the source.
8. Click **Save** in the upper right corner.

*To associate the source with a material:*

9. On the Source Summary page, select the **Materials** tab on the left.
10. Click the **Select Source Materials** button.
11. In the Select Source Materials window, use the search and filter fields to find the desired materials, click on their rows to select them, and click the **Add to Source** button at the bottom of the page.
12. To activate the source material, enter today's date in the **Effective Date** field and select ACTIVE in the **Status** dropdown.
13. Click **Save** in the upper right corner.

*To copy a Source's Materials to another Source:*

1. On the Source Summary page, select the **Materials** tab on the left.
2. Click the **Open Actions Menu** next to the Select Source Materials button.
3. Click **Copy Source Materials to Sources...**
4. In the Copy Source Materials to Sources window, use the search and filter fields to find the desired sources, click on their rows to select them, and click the **Save** button at the bottom of the page.